

Policies and Procedures for the



The following is a collection of the various policies and procedures that were initially generated by the SBMGC Board of Directors in the years before 2024. The previous version of the SBMGC policies and procedures are archived as of the approval of this document. All of them were reviewed, adapted where necessary, and finally approved by the Board on May 6, 2025. Any additions or changes subsequent to that date are identified by the date of adoption.

I. CLUB COMPETITIONS

1. Planning

Each year, the Board along with club members will plan tournament schedules and other golf club related events for the coming year.

2. Concerning Club Tournaments

a. Rules.

- All Tournaments will be run in accordance with current published SCGA tournament guidelines.
- In all Club tournaments, all players will play from the same tees as determined by the Committee (Rule 6.1). For each tournament, the Tournament Director will specify which tees will be used.
- USGA Rules Apply for all Club tournaments (All members are encouraged to carry a rule book.) USGA Rules of Golf apply to all tournaments. Should conditions warrant modifications to the Rules of Golf, prior to a tournament start "Local Rules" will be indicated on the scorecard for the tournament.

The **Rules of Golf** include optional **Model Local Rules** (Rules of Golf Appendix F) that allow Committees to adjust rules or procedures based on local conditions. Examples include:

Model Local Rules

Examples Include:

1. **Preferred Lies (Winter Rules):** Allowing relief for balls in closely mown areas (due to muddy or poor conditions) is an optional modification.
2. **Embedded Ball Rule:** A Committee can extend relief for embedded balls to areas other than closely mown grass.

3. **Alternative to Stroke and Distance (E-5):** Permits an alternative relief option for a lost ball or ball out of bounds.
4. **Dropping Zones:** Adding dropping zones for water hazards or abnormal course conditions.

- No member will be allowed to participate in a tournament if he has already played on the course the same day (this includes practicing on the course, on any green and in any bunker). **(Rule 5.2a Practice on the Course Before or Between Rounds)** The exception to this is the area around the first tee for chipping prior to teeing off.
- For each tournament whose format differs from standard individual scoring, information explaining the details of the format will be attached to, or printed on, the tournament scorecard.

b. Eligibility

- All club members with a current SCGA handicap are eligible to enter the Club's tournaments.
- The Handicap Chairman may assign a temporary handicap when a player has posted a minimum of five (5) scores.
- Anyone without a handicap may play as a zero (0) handicap.

c. Payouts

- 40% of the field and ties are paid, except the November Turkey Shoot which is 50%.
- For all flights, the Low Gross and all Low Net scoring players will be paid equally but no one player will collect both. Following that, only Net scoring players will be paid, and that payment will continue down until 40% of the players in the flight are paid. For low gross ties, refer to Section I.2.d below.
- Monday Tournaments pay net only, not gross.
- For team events and Stableford Scoring events no Gross winners will be paid.
- Payout type for Tournaments will be indicated in an email prior to the tournament start, on the Tournament schedule or on the scorecard (indicating if Gross and Net will both be paid)

d. Procedure for Ties

- Gross winners in all stroke competitions will use the USGA recommended procedure for matching scorecards to break 1st Place ties if a playoff of any type is not planned for prior to the Tournament start. That is, the winner is determined on the basis of the best score for the last nine holes. If the tying players have the same score for the last nine holes, they check the last six holes, then the last three holes, and finally the 18th hole
- Net Flight player ties are maintained unless stated prior to the event, ties are broken by using course index instead of course handicap. Except for the Club Championship.
- All other ties will stand.

e. Fees

- The entry fee for monthly tournaments will be \$16.00 for Regular Members and \$26 for Associate Members.
- For each entry fee, \$1.00 will be set aside by the Treasurer in two Hole-in-One pots, one for Monday tournaments and one for Sunday tournaments. The funds in these two pots will accumulate separately. Any Club member playing in a tournament for which this \$1.00 fee was collected will win 100% of the accumulated contents of the designated pot collected from tournaments played on that day (Sunday or Monday) if he achieves a gross Hole-in-One.
- If more than one player achieves a hole-in-one in the same tournament, the prize pot will be evenly divided among them.
- The cost of all tournament buy-ins except the Club Championship should be the same, regardless of the tournament's length. Buy-in for the 2-day Club Championship should be twice the cost of a one-day tournament.
- The Club will seed the hole-in-one prize for both the Monday and Sunday hole-in-one with a \$250.

f. Club Contribution

- Beginning with the January 2025 Monday tournament and continuing indefinitely, the Club contribution to tournament payouts will be voted on by the Board based on the finances of the Club. The minimum contribution by the club to a tournament will be \$10/player participant.
- For regular club tournaments, the Club will contribute a number of Golf Shop Credit Points for each participant. Each year, the number of Golf Shop Credit Points contributed shall be set by the Board. Each Golf Shop Credit Point shall be equal to One US Dollar (\$1.00). From the Golf Shop Credit Points contributed by The Club, one (1) point shall be set aside for the Club Championship "Pot". This Club Contribution and the participants' entry fees will together constitute the "pot" for which the participants compete in the tournament.
- For the Club Championship, the Board may add additional funds to the payout for the championship based on the financial status of the club.
- For two special tournaments – the President's Cup and the Turkey Shoot – the Board will designate the amount of the Club's contribution to the purse. This designation shall be made by the Board each year at the regular board meeting that precedes each tournament and should take into consideration the balance held in the Club's account.

g. Players' Handicaps

- For any tournament that lasts more than one consecutive day, the Course Handicap or CH, as appropriate, used for the first day of competition will be used for all days. This is established on the day the signup for the event is closed. It is noted that this does not apply to competitions that are not played on consecutive days. For those competitions, the Course Handicap or CH, as appropriate, is established on the day the signup for the event is closed.

- For all Men's Club members, if the conditions of play are substantially altered because of maintenance projects, the Club's Vice President for Tournaments may direct members to post Net Par scores for the holes affected. This applies for ALL rounds played, not just Club tournaments.

h. Player Responsibilities

- Players are expected to conduct themselves in a polite and rational manner while on the course, abide by rules of golf and demonstrate proper golf etiquette. (Rules of Golf Rule 1.2a: Standards of Player Conduct.)
- Members must cancel their unwanted registrations by either informing the Tournament Director or the Pro Shop by 5:00 PM two days before the event. Failing to do so may result in entry fee payment penalties.
- Honor by SB GC Code of Conduct as posted in the SB GC pro shop.

i. Scorecards

- Players will exchange scorecards and serve as the Marker for their playing partner.
- In addition, each player will keep track of his own score, on the same card.
- Scorecards must be signed and attested after the scores have been verified. Cards are to be turned in promptly at the end of play.
- Players should record gross scores on the scorecard. Calculations of net score will be adjusted by the scoring member or scoring program used by the Club.
- At every Men's Club tournament, the scorecard box with a drop slot on top will be placed on or in close proximity to the scorers' table. Following their rounds, players **MUST** submit their properly signed and attested score cards by placing them into this box.
- For purposes of application of Rule 6 of The Rules of Golf, this "placing" constitutes the player's submission of his scorecard to the Committee.
- Taking the position that a player's withdrawal is both voluntary and final, if a player does not submit a complete and signed scorecard for the event, this will constitute a withdrawal from all competitions related to the event.
- Participants repeatedly posting a DNF, WD, NS or DQ can be subject to the loss of those event credits toward the minimum four tournament requirement for the Club Championship participation.

j. Posting Scores

Policy for members posting Club tournament scores in GHIN Systems is as follows:

- The Club will post SBMGC event scores. Members therefore do not post scores.
- All eligible scores will be posted as non-tournament scores with the following exceptions which will be posted as Tournament Scores:
 - the two rounds of the Club Championship,
 - the 2-Man/Best-Ball tournament,
- Player participation will be noted as follows:
- DNF: Did not Finish / WD: Withdraw / NS: No Show / DQ: Disqualified

k. Members Using Club Events to Qualify for SCGA Competitions

- SCGA qualifying rules and requirements will be used for all Club events that are used to select members to represent the Club in SCGA events.

I. Increasing Participation

- For a number of Sunday tournaments designated each year by the Board the Club will pay for lunch for members. Lunch will be provided for all members who attend, whether they play in that day's tournament or not. Alcoholic beverage not included.
- A Hole-in-One fund will be established and maintained by the Club. (See Section 2 e.)

m. Tournament Formats

- The Club will not hold tournaments with a Front-Nine/Back-Nine format.
- Tournament Formats shall be set each year in December by the Tournament Director and approved by the Board.
- For individual tournaments an optional Net and Gross Skins competition may be available for entry with a cost of \$5 for each competition.
- For tournaments an optional Closest to the Hole tournament with an entry fee of \$5/Player is available. A \$1/player/hole is set aside to establish the payout for each Closest to the hole winner.

3. Concerning the Club Championship

a. Requirements for Play

All entrants must have played in four (4) monthly tournaments since the previous Club Championship.

Board of Directors may approve exceptions and/or modifications to the requirements of play based on but not exclusive of the following:

- Medical
- New Membership
- Effort to play in events but: subjected to tournament cancellation, weather or participation cancellation, partner no show or withdrawal from team events,
- Tournament day participation .
- Field count pairing and/or tee time limitations that prevented Tournament participation.

b. Procedure for Deciding Winner in Case of Ties

In Case of Ties for 1st Place winners will be determined as follows:

- Club Championship Gross Division will be decided by a sudden death playoff beginning on the first hole.
- Club Championship Net Flight will be decided by a four (4) hole playoff starting at the first hole (four-hole handicap system will apply). If there is still a tie, play will continue hole by hole until a winner is decided.
- Payouts: To be determined by the Board of Directors with a minimum payout outlined in section 2.f.
- Over-all Low Gross and Low Net winners will receive higher payouts than the flighted divisions.

4. Concerning the Annual Turkey Shoot

a. Payouts

- 50% of the field will receive a payout.
- The better scoring 25% of the players will receive a credit for the golf shop in an amount to be designated by the Board each year.
- The next best scoring 25% of the players will receive a credit for the golf shop in an amount to be designated by the Board each year.

5. Concerning the Annual Member/Guest Tournament

- If we have one, the annual Member/Guest tournament will be scheduled by the Tournament Director prior to the start of the yearly season at publication of the calendar of events.

6. Concerning the Annual President's Cup

a. Pairings Round

- Tournament will be either Single or Double Elimination as decided by the Board prior to sign up for the event.
- The email with the registration information for the tournament will detail if the tournament is either single or double elimination.
- Play for the President's Cup will begin with a Pairings Round. This will be a stroke-play competition held for the sole purpose of seeding all entrants. For this round, in case of ties, the USGA recommended procedure for matching scorecards will be used. (See Section 1.2 above.) The entry fee for the Presidents Cup round of competition will be \$25.00.
- If a member cannot participate in the Pairings Round but wishes to participate in the competition, he will need to pay **double** the entry fee and he will be seeded last in the bracket.

b. Regular Competition

- The regular competition will begin on the following Monday following the Pairings Round. The regular competition will be a match-play tournament played over a number of weeks depending on the number of entries.
- Each round must be completed in seven days with the exception of the Championship match which may be delayed up to 1 week if agreed upon by the competitors in the final match. The competitors will be required to notify the Board of any delay in the completion of the final match.
- Play will be to the player's current index at time of qualifying and subsequently the player's current index at the time of all matches

c. Payout

- The Club will add to the Presidents Cup pay-off pot an amount to be determined by the Board.
- For the present and future years, the pay-out structure for the Presidents Cup should be that presented as follows:
 - Quarter-Final losers (4 players) will each receive 5% of the pot.
 - Semi-Final losers (2 players) will each receive 10% of the pot

- Loser of the finals (1 player) will receive 25% of the pot
- Winner of the Finals (1 player) will receive 35% of the pot.

7. Concerning the Annual SCGA Better-Ball Tournament

- All SCGA Rules for this competition apply as stated by the SCGA
- The regular \$15.00 + \$1.00 buy-in will be collected for the Qualifying Tournament and allocated to winners according to our normal tournament procedure.
- The top scoring eight (8) teams and ties will qualify to compete in the Club's Better-Ball Playoff
- The qualifying teams will carry their scores into the Playoff. That is, the scores for the Playoff will consist of each team's qualifying score PLUS their score in the Playoff.
- A \$15.00 + \$1.00 buy-in will be collected from all teams playing in the Better Ball Playoff. Golf Shop credit for this entire sum (\$15 per player) will be given to the winning team of the single playoff day event (not the 2 Day event championship).
- If any teams who qualify for the Playoff do not wish to play, their places may be taken by the next lowest scoring team provided there the team deciding not to play results in less than 8 teams participating..
- The Club will pay the registration fee of the Playoff winning team to the SCGA 2 Man better ball event. If the 2nd place team wishes to compete in the SCGA competition, they must pay all their own expenses.

8. Concerning Skins Competition

- Separate and apart from the tournament event. On Sunday individual competition events and occasional Monday individual events (based on interest by competitors), there will be a skins game funded by those who wish to participate. There is no contribution to the Skins competition by the SBMGC or the Board of Directors.
- When personnel are available, the Club will conduct NET and GROSS skins games for two pools of players. The pools will be formed by splitting both the NET and the GROSS fields at the median of the handicaps of the players choosing to play on the day.
- Winners Skins money will be distributed by either Venmo or other payment service or will be placed in the Golf Shop. Winners may pick it up during regular Golf course hours.
- Skins Game on Mondays will be conducted based on interest by the field and availability of SBMGC personnel to collect and score the Skins competition.
- Skins not collected within 12 months of the date of competition will be added as shop credit to the recipients account in the pro shop.

9. Concerning Club Support of Members Representing Club

The Club will pay the entry fees for members who participate in SCGA events based on winning any of the following Club events:

- 4-Ball Championship
- Gross Club Championship
- Net Club Championship
- Senior Gross

II. OTHER CLUB EVENTS

1. Concerning the Annual Membership Meeting,

The cost, time and location of the Annual Membership Meeting will be determined by the Board no later than its September meeting.

III. BOARD DUTIES AND STIPENDS

1.Board Members' Support for Annual Meeting

Each year the Board will consider ways in which Board members might support the Annual Meeting.

1. President

- Sets and distributes the agenda for Board Meetings distributed via email to board members prior to the monthly meeting.
- Directs activity and discussion during Board meetings.

2. Treasurer

a. Reporting

- The Treasurer is directed to provide, at each monthly Board meeting, an accounting of the Club's finances which will include:
 - Beginning monthly balance,
 - Itemized income,
 - Itemized expenditures,
 - Ending monthly balance.
- The above report is to continue to be attached to the monthly Board meeting minutes.
- The minutes and monthly accounting of the Club's finances are to continue to be published to the SBMGC membership via the SBMGC web site.

b. Purchase of Script

Board approval must be obtained before the treasurer purchases script from Men's Club members or board members.

3. Secretary

a. New Members

One of the responsibilities of the Club Secretary will be to send new members an information packet.

b. Recording and Posting Minutes

Because the members may not be aware of Board actions, the Secretary will post, to the SBMGC.com website, a summary of the approved minutes by which any member may download a full copy of the minutes if desired.

Secretary may assign the duty of recording minutes to another board member if absent or unable to record meeting notes for SBMGC board meetings.

c. Members and Mailing List

We will use the Members mailing list for Club-related communications and persist with the policy that limits use of the Club's email list to business related to the Club. It will not be provided to other entities for other purposes.

Members who have opted out of email communications will not receive notification sent by the Secretary.

d. Emails to Members

To ensure that emails sent to the entire membership are attractive, informative and not so numerous as to discourage opening by the members, all e-mails aimed at the entire membership will be released only by the Club Secretary. Any members of the Board who want information to be distributed to the members should forward it to him.

e. Website

Update and maintain the website for the SBMGC (www.sbmgc.com)

4. VP of Tournaments

- a.** Sets a yearly schedule of tournaments to be approved by the board.
- b.** Send email to members for tournament sign up.
- c.** Sends email with tee times to members.
- d.** Prints scorecards for tournaments

5. Handicap Chairman

- a.** Reviews and analyzes handicap information of members with relation to tournament scoring, posted handicaps and played rounds in order to preserve the integrity of SBMGC club events.
- b.** **Responds promptly to inquiries regarding score corrections**
- c.** **Handles disputes regarding handicap application and posting**
- d.** **Annual review of top 20 purse winners and submits suggested handicap modification prior to the beginning of a new season to Board President and Tournament Chair.**

Payments to Board Members

a. Stipends

The Board will continue the previous policy of giving the following monthly stipends to specific Board Members based on a vote on each December and determined by the board based on projected financials.

The following Board Members are eligible for the Monthly stipend

- VP for Handicap

- VP for Tournaments
- Treasurer
- Secretary

The following Board Members are not eligible for a monthly stipend

- President
- Members-at-large

b. Other Compensation

- The Club will pay the yearly SCGA and Club Membership Fees for all Board members.
- The Board may vote to compensate others who provide essential services to the Club.
- Board members working a tournament will have their Greens Fees paid by the Board. Board members must submit a receipt to the Treasurer to receive reimbursement for the Greens Fee (not including motorize or pull cart).

c. Meal Allowance for Tournament Workers

For any person designated to work a tournament (i.e., verifying and posting scores, and collecting and tracking “skins” participation), a meal will be provided in accordance with the following guidelines.

- A meal and a non-alcoholic beverage (not to exceed \$20)
- Alcohol and deserts will not be paid for by the club.
- Members are responsible for paying for meal charges in excess of these guidelines.
- In order to receive reimbursement, the Board member must submit a receipt to the Treasurer.

d. Responsibilities of Tournament Workers

When a member of the Board who has been assigned to work a tournament on a designated day finds that he cannot do so, he should:

- Locate another Board member who is willing to substitute for him.
- Notify, via e-mail, the VP for Tournaments, the President, and the Golf Professional who works with the Club, that this substitute has been made.
- The above notification must be made at least 4 days before the tournament (e.g., Wednesday before a Sunday tournament.)

5. Contributions from the Club

It is appropriate for the Board, on occasion, to contribute Club funds to a charitable cause and may be considered by the Board on a case-by-case basis.

6. Meeting Agenda

The last item of action at each Board meeting should be the setting of the date, time and place for the next month’s meeting.

IV. ELECTIONS

- Members who have opted out of email communications will not receive notification of the nomination and elections of the new board.

1. Schedule

- Nominations may be submitted in person at the Santa Barbara Golf Club pro shop, via email to the person designated in the email sent out by the club Secretary or via a web nomination form if it is provided by the Club. Typically the email is sent to the Head Golf Professional of the Santa Barbara Golf Club.
- Any individual accepting the nomination of himself or by another member must fill out, sign and submit a “Nominating Form” attesting to his willingness to serve if elected.
- As nominations must be received within the 30-day nomination period as indicated in the email sent by the Club Secretary.

2. Eligibility to vote

- All members who enjoy paid-up Regular membership on the date of the close of voting for the election will be eligible to vote. This includes all previous year members and any new members who have joined and paid their membership dues before the close of voting. Associate members do not vote for Board Members.

3. Receiving and Counting

- The Board will request that a member of the Golf Shop Professional Staff serve as Inspector of Elections to receive and tabulate all electronic and paper ballots and report the results to the Board.

V. TEAM PLAY

1. Player Selection

- Selection of the members of the team will be the responsibility of the team captain and, if one exists, the assistant captain or co-captain..
- All members of the SBMGC with a qualifying “index” will be eligible to tryout.
- If applicable, the team selection will be based on performance during practice matches, prior team experience and overall participation in club events as determined by the team captains.
- The selection criteria will be subject to Board approval.

2. Captain Selection

- Team Captain (or Co-Captains) is designated by the Board of Directors.
 - NOTE: To be qualified to participate as Team Captain (or Co-Captain) or a member must have played in at least four (4) tournaments over the previous twelve (12) months and have a current max. L.I. of 18.4.
- Team captain qualifications require having experience as a member of a previous SCGA Team.

3. Captain's Responsibilities (or Co-Captains)

The Captain's Responsibilities include:

- Attend Men's Club board meetings when requested.
- Keep the Board apprised of the Team's progress and needs.
- The current year's Captain is empowered to negotiate with other clubs to form a competition group for the following year.
- Outline plans for the following year in May or June and communicate them to the Board.
- Report to Board of Directors the following
 - o Participants
 - o Competitor Clubs
 - o Schedule
 - o Status/Results – Win/Loss
- Interface with the men's club Secretary so team play activities can be included in the newsletter.
- Coordinate and select Team competition participants.
- Any Regular SBMGC member-in-good-standing is eligible to participate. Selection of a member to participate is at the sole discretion of the Team Captain.

4. Financial support from Men's Club

- The Men's Club's contribution will be established by a vote by the Board of Directors prior to the start of the Team Competition.

5. Player's Responsibilities

Player's Responsibility to the Team and Club include:

- Players must play in enough Men's Club tournaments to qualify to play in the Men's Club Championship.
- Players are encouraged to also compete in the President's Cup.
- Players who join our Men's Club too late to fulfill the above requirements will be exempt during their first team play season.
- Players are encouraged to be available to play a practice round prior to away matches.

VI. EXTERNAL RELATIONSHIPS

Responsibilities of the Men's Club Representatives to the Santa Barbara Parks and Recreation Department Golf Advisory Committee

Men's Club representatives serve as liaisons between the Club and the Santa Barbara Parks and Recreation Department, contributing to the stewardship and enhancement of the golf course. Their key responsibilities include:

1. **Annual Budgetary Discussions:** Providing input and feedback on the golf course's budget, ensuring alignment with the needs of players and the community.
2. **Capital Projects and Expenditures:** Reviewing and advising on proposed projects and expenditures to maintain and improve the facility.
3. **Course Operations and Maintenance:** Monitoring and offering recommendations to optimize course conditions and operational efficiency.
4. **Player Improvement Fund Administration:** Overseeing the use of funds dedicated to enhancing player experiences, including training programs and equipment.
5. **Ad Hoc Topics:** Addressing concerns or proposals submitted by Men's Club members, ensuring they are presented and considered by the Advisory Committee.

Through these activities, representatives advocate for the interests of golfers while supporting the long-term sustainability and success of the course.

VII. Membership Fees and Payment

1. Methods of Payment

The club will use the membership fee payment system offered by the SCGA.

2. Types of Membership

The Club will have a two-tiered cost structure for membership as follows:

The cost of the Regular and Associate Membership is subject to change if voted on by the Board.

- Tier 1 – Full Regular Membership Cost = Amount published on the SCGA website.
Benefits:
 - SCGA membership with privilege to participate in all SCGA events
 - USGA/GHIN Handicap index
 - Privilege to participate in all SBMGC events
- Tier 2 – Limited/Associate Membership Cost = Amount published on the SCGA website. The cost fluctuates based on SCGA offers and/or specials.
- Benefits:
 - SCGA membership with privilege to participate in all SCGA events
 - USGA/GHIN Handicap index
 - Privilege to play in any regular monthly SBMGC tournament by paying the normal buy-in fee (as of January 2025 - \$16.00) PLUS an additional \$10.00. **(TOTAL: \$26.00)** (limited to 4 events per Year)

3. Revocation of Membership (other sanctions)

- While membership to the Santa Barbara Men's Club may not be revoked, the Board may, upon a vote, revoke the Tournament playing privileges of a member based on behavior unbecoming of a SBMGC member for single events or for the remainder of their membership for the current year.
- This may include but not limited to:
 - Excessive drinking and belligerent behavior.

- Disruption and interference of SBMGC club officials in the performance of their tournament duties.
- Causing a disturbance to the general public at a golf course where a club sanctioned tournament is taking place.
- Throwing Clubs
- Cheating
- Intentionally damaging the golf course or an associated facility